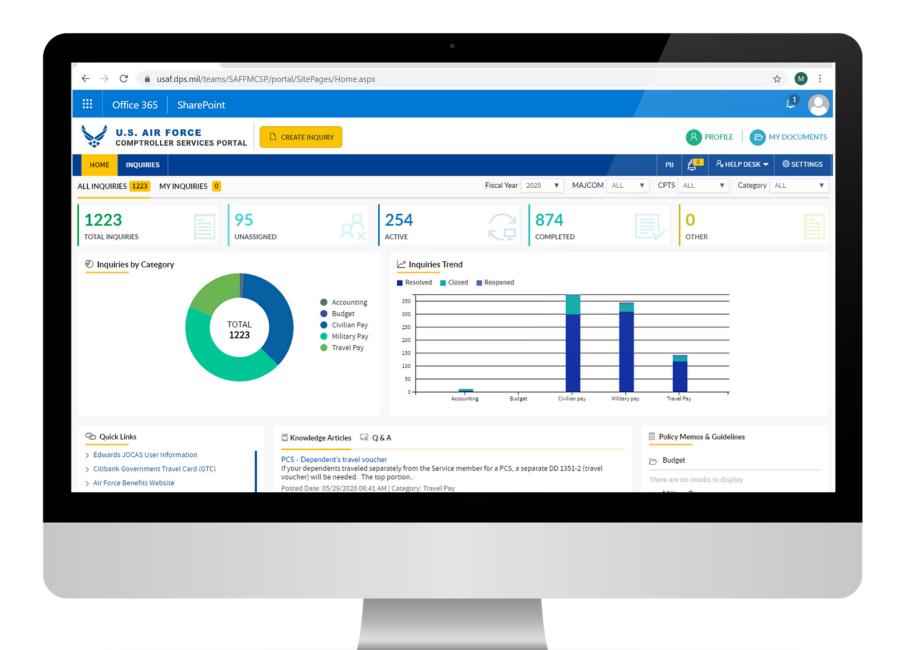


## QUICK-START GUIDE





## Set up your Profile

On your CAC-enabled device, go to <u>usaf.dps.mil/teams/saffmCSP/portal;</u> click "PROFILE" and populate the text boxes as directed (note: Left click on auto-populated fields to select)

Click "UPDATE" when complete



## Create an Inquiry

Click "CREATE INQUIRY" on the top banner of the page; review your information in Section - A: Customer Details and provide additional details as directed

Scroll down to Section - B: Inquiry Details to input your question and provide key details-similar to how you would during an in-person CPTS visit

Click "SUBMIT" when complete



## **Check Inquiry Status**

Refer to the "INQUIRIES" tab to check the progress of your submission



■ UPDATE